

# East Georgia State College Study Abroad Committee

## Meeting Minutes

September 18, 2015

9:30 a.m., Swainsboro Campus, Room B171

Type of meeting: Regular Committee meeting

Meeting Facilitator: Dr. Carmine Palumbo, Director of Study Abroad

- I. Call to order (9:50 a.m.)
- II. Roll call/Attendance: Dr. Carmine Palumbo, Ms. Vicki Sherrod, Dr. Tom Caiazzo, Ms. Katelyn Moore, and Ms. Jessica Todd.
- III. New Business
  - a. Council on International Education: Dr. Palumbo discussed his recent visit to the Council on International Education. One item that was discussed at this meeting was Study Abroad Insurance. The University System of Georgia utilizes the CISI Insurance Company; this year there will be a change in coverage. There will be a new pay structure; students and faculty members will pay for the insurance on a day-by-day basis. This is different than in the past when students would pay \$35 dollars whether they were travelling for 5 weeks or 6 days. This seems like it will be more cost effective.  
  
Dr. Palumbo also discussed the European Council and the new flyers they have for their summer programs. He brought flyers with him regarding the various programs and discussed how our students were able to register for these programs.
  - b. Proposal Form I Revisions: Dr. Palumbo and Ms. Todd made some revisions to Proposal Form I, which they shared and discussed with the committee. A motion was made by Ms. Todd to approve the changes made to Proposal Form I. Ms. Sherrod seconded the motion, and the form was approved by all in attendance.
  - c. Review of Preliminary Proposal Forms
    - i. Study Abroad Quebec: Dr. Tom Caiazzo discussed his Preliminary Proposal Form with the committee. His program is set for July 1-8, 2016. This time was chosen based on the amount of free cultural activities taking place in Montreal. There was a motion made by Dr. Palumbo to approve the Preliminary Proposal Form. The motion was seconded and approved by all in attendance. Dr. Palumbo will

send Dr. Caiazza the Updated Proposal Form I Form for him to complete (the one we approved in section b).

- ii. Study Abroad Costa Rica: This program was discussed by Dr. Palumbo; the dates are May 12-19, 2016. A motion was made by Dr. Caiazza to approve this program; the motion was seconded and approved by all in attendance.
- iii. Spring Break in Paris 2016: Dr. Palumbo discussed that this program would run during Spring Break (Mar 13-20, 2016) with students taking courses in the Spring 2016. Ms. Todd made a motion to approve the program; Ms. Sherrod seconded the motion, and it was approved by all in attendance.

#### IV. Adjourn

It was announced that the next meeting would take place on Oct 2<sup>nd</sup> at 9:30 am in B171. This meeting would be in order to discuss the submissions of Proposal Form I from the aforementioned programs that were approved. These programs would need to submit their Proposal Form I by Oct 2<sup>nd</sup>.

Ms. Todd also discussed the need for someone to update the President's page concerning the committee activity; she volunteered to update the page. Everyone agreed that this was acceptable. A motion was made to adjourn; it was seconded and approved (10:30 am).